

Update on Staff Operations

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to me

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PM

TO: All Staff and Faculty
FR: Heather Faley, Director of Human Resources

Our campus community is continuing to show its strength as we respond to the almost daily changes and demands of the health crisis. Your flexibility and patience during this incredibly difficult time has been extraordinary—thank you.

I am writing to provide you with details of Vermont’s Stay-at-Home Order and preliminary information on the new Federal Families First Coronavirus Response Act legislation that was introduced as part of the COVID-19 response.

Vermont Stay-at-Home Order

Yesterday, Vermont announced a temporary “Stay Home/Stay Safe” order that requires businesses that are not deemed essential to suspend in-person business operations as of Wednesday, March 25, 2020 at 5:00 pm until April 15, 2020. This means no employees are to work from any Vermont location unless the business is providing services or functions deemed critical to public health and safety.

As with the Stay-at-Home orders from MA and NY, essential staff working at educational institutions in the following areas are exempt from the Vermont order: Buildings & Grounds, Business Office, Campus Safety, Dining Services, Health and Psychological Services, Human Resources, Post Office, and the President’s Office. It is our understanding that colleges remain essential businesses during this health crisis as we continue to provide critical services to residential students who remain on campus.

If you are a staff member living in Vermont—who works in a department not listed above—please refrain from reporting to work *on campus* as of Wednesday, March 25, 2020 and until further notice. If you have not yet done so, you should shift to working remotely as of Wednesday. Please reach out to your manager if you have questions.

Families First Coronavirus Response Act

The Families First Coronavirus Response Act contains two specific components that apply to eligible College employees: (1) Emergency Paid Sick Time Act, and (2) the Emergency Family and Medical Leave Act Expansion. This temporary law becomes effective April 2, 2020.

Emergency Paid Sick Time Act

A full-time employee who is unable to work (or work remotely from home) due to COVID-19 is entitled to *up to* two weeks of paid sick leave for the qualifying reasons listed below:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for a family member who is subject to either number 1 or 2 above.
5. The employee is caring for their child if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions. *If this applies, please be sure to also review the section below as an employee may use this paid sick leave as part of Emergency Family and Medical Leave Act Expansion.*

The amount of paid sick leave is determined by the qualifying reason. A part-time employee is entitled to paid sick leave on a pro-rated basis as determined under this law.

Emergency Family and Medical Leave Act Expansion

The Emergency Family and Medical Leave Act (FMLA) Expansion provides protected leave time for eligible employees who are unable to work (or who can't work from home) because of a school closure or if the paid child care provider of the child is unavailable due to a public health emergency, such as the COVID-19 health crisis. Employees who have been employed for at least 30 calendar days are eligible to take time under the FMLA expansion law.

The first 10 days of this leave are unpaid; however, employees may elect to substitute available paid time off, such as accrued vacation, leave or sick time, during this period. NOTE: Employees who qualify may also elect to use the paid sick leave time noted in the Emergency Paid Sick Time Act section

above to cover the first 10 days of the leave period.

After the initial 10 days, an employee is eligible for not less than two-thirds of their regular rate of pay (as determined under the Fair Labor Standards Act and capped at a maximum of \$200 a day) based on the number of hours the employee would otherwise have been scheduled to work.

To apply for the FMLA Expansion leave time, please contact [Human Resources](#).

Alternate Work Arrangements/Time Away from Work

The following options remain available to assist employees with meeting both personal and family needs:

- Employees may request a temporary schedule change including an adjustment to your work hours or work schedule. Requests should be submitted to your manager.
- Eligible employees with individual health concerns may request a workplace accommodation by contacting [Human Resources](#).
- Employees may continue to request the use of accrued vacation and leave time.

We encourage you to contact [Human Resources](#) if you have questions about these new regulations. Please also contact our office or speak with your manager if you need assistance or support.